



FAIR LABOR  
ASSOCIATION

## **FLA Seeks Temporary Administrative Assistant**

This is a challenging and exciting opportunity to join an international team dedicated to improving working conditions in factories around the world. The [Fair Labor Association](#) (FLA) works with brand name companies, universities and civil society organizations to enforce labor standards and develop innovative strategies to end sweatshop abuses around the world.

The FLA is hiring a Part-time Administrative Assistant to assist the Code Implementation and Monitoring (CIMP) team with various projects necessary to execute the CIMP program priorities.

### **Primary Duties**

- Provide CIMP staff with administrative support which includes filing and retrieving documents both electronically and in hard copy.
- Provide support to the CIMP IEM program which includes reviewing and correcting Excel spreadsheets.

### **Required Skills**

- Attention to detail
- Excellent communication skills.
- Self-starter.

### **Required Knowledge and Experience**

- Knowledge of MS Office suite with focus on Excel.
- International experience, particularly in a professional setting; familiarity with labor issues a plus.
- One to two years in an office environment; familiarity with non-profit organizations.

Position is expected to last 3-6 months. Applicant should be available for a minimum of 25 hours a week. To apply, send 1) your resume and 2) a cover letter to [employment@fairlabor.org](mailto:employment@fairlabor.org). You must submit a cover letter to be considered for the position.